



COMHAIRLE NAN EILEAN SIAR

Education, Skills & Children's Services Department
Sandwickhill Learning Centre, Sandwick, Isle of Lewis HS2 0AG

Tel: 01851 822714

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www.cne-siar.gov.uk/grants/index.asp

APPLICATION FOR A GRANT TO VOLUNTARY ORGANISATIONS

Notes for Guidance

1. INTRODUCTION

The Comhairle gives grants to approved voluntary bodies for social, cultural or leisure purposes.

2. THE APPLICATION FORM

The application form should be completed as fully as possible and returned to **Alice Murray** at the above address.

3. THE PROCESS

(i) Sports, games, sports equipment and sports performance applications are passed to:

Lewis & Harris	Steven Munro	Tel: 01851 822785
Uist & Barra	Christina McWilliams	Tel: 01870 604880

This may also involve the local Sports Councils.

(ii) Community events are dealt with by the most appropriate officer, depending on the nature of the event.

(iii) Youth Work, and Community Centre grants are dealt with by the most appropriate member of the Community Learning & Development staff: Deadline for submission of grant applications is **end of February** of each financial year.

Community Learning & Development Service	Tel: 01851 822714
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(iv) Adult Learning Grants are dealt with by:

Adult Learning & Employability Team	Tel: 01851 822716
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(v) Heritage grants for per Capita, Accredited Museum Registered, 2 Star Plus Tourist Board Award and equipment applications are passed to:

Museum nan Eilean	Tel: 01851 822746
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Evidence of registration and award certification must be submitted with application. The deadline for submissions is **30 June** each year.

(vi) We are unable to accept applications retrospectively.

(vii) Decisions on grants are generally made as soon as possible or a maximum of 6 weeks.

(viii) A requirement of a youth work grant is for groups/individuals to indicate what impact the grant will have on young people. The youth work outcomes need to be submitted with every youth work grant application. If you are successful with your grant you will be required to evidence how you met the chosen outcomes. You will be asked to evaluate the youth work activity and report back on the outcomes.

- (ix) Grant applications for larger funding will be submitted to Education, Sport & Children's Services Committee for consideration.
- (x) Any grant application that is regarded as contentious, or may appear to set a precedent, will be referred to Education, Sport & Children's Services Committee for consideration.
- (xi) Application Forms and Claim for Payment/Submission of Evidence forms are available from this office or our website at www.cne-siar.gov.uk/grants/index.asp.

4. **SOME OF THE SECTIONS EXPLAINED**

SECTION A – APPLICANT DETAILS

Accurate and detailed information will assist with the processing of applications.

SECTION B – PRESENT MEMBERSHIP

For per capita grants. Please note that for youth work per capita grants, only the young people (under 18) are counted as eligible.

SECTION C – SUPPORT DOCUMENTATION

All the documentation listed apart from those marked * are required to be submitted with all applications.

SECTION F – ORGANISATION'S BANK DETAILS

The Comhairle is now required to pay ALL GRANTS by bank credit transfer, directly into an organisation's bank account. Please provide full bank details in order for payments to be made electronically. No applicant will receive a cheque at their home address.

5. **ELIGIBILITY CRITERIA**

- (i) Any properly constituted, voluntary and locally based, community group or organisation can apply for a grant.
- (ii) Mainland organisations can apply for a grant if the main beneficiaries of the grant are island based or if the project takes place within the Western Isles.
- (iii) The applicant organisation must be able to demonstrate that it has adequate expertise to effectively carry out the activity proposed.
- (iv) If a grant is awarded, the organisation must acknowledge the Comhairle's support in any promotional literature and publicity.
- (v) Any project grant-aided by the Comhairle should be equally accessible to all groups and individuals within the community.
- (vi) If an organisation which has received a grant for the purchase of assets, equipment etc, ceases to exist - those assets or equipment should be returned to the Comhairle, which will then decide where to re-allocate that surplus equipment.
- (vii) A request for evidence that the money was spent in accordance with grant application will be made in certain circumstances.
- (viii) It is the responsibility of the organisation to organise adequate insurance cover for equipment purchased with grant aid from the Comhairle.
- (ix) Payment is made by bank credit transfer directly into the bank account of the organisation making the application.

(x) Grants will **NOT** normally be made to:

- Organisations not properly constituted;
- Political or religious organisations where the purpose is to promote a particular political or religious viewpoint or party;
- Organisations receiving or refused grant aid from another Comhairle department for the same purpose;
- Commercial organisations.